

First make sure your properties are correct!

Close your wizards and right click on the **Call Number and Item Maintenance Wizard** to set your properties - Once they look like the images below, click save and restart workflows

Display property page: ☐ Wizard Startup ☒ Never

Behavior Defaults Helpers

Search library preferences

Search library list type: ☒ Search by library
☐ Search by search library group
☐ Search by library or search library group

Search library list: ALL

Select Behavior

- ☒ Add call number
 - ☐ Prompt for library when adding a new call number
 - ☐ Auto-generate temporary XX call numbers
 - ☒ Add item when adding a new call number
- ☒ Add item
 - ☐ Auto-generate item ID when adding item
- ☒ Modify existing call number
- ☒ Modify existing item
- ☐ Delete call number
- ☐ Delete item
- ☐ Prompt before deleting items with bills
- ☐ Maintain MARC Holdings
- ☐ Set current location of new items to AVAILABLE_SOON
- ☐ Print labels for new items
 - ☒ Automatically
 - ☐ Prompt for label template
- ☐ Print preview
- ☐ Use label template profiles

Display property page: ☐ Wizard Startup ☒ Never

Behavior Defaults Helpers

Search preferences

Type: BROWSE
Index: Title
Library: ALL

☒ Display View Pane

Editor display options

☒ MARC View ☐ Descriptive view

☒ Display fixed fields
☐ Display descriptive labels (

Call number default values

Library: MTSC
Class scheme: DEWEY

☐ Shadow call number
☒ Show shelving key

Item tree defaults

☐ Item tree display collapsed ☒ Item tree display expanded

Extended Info Display Options

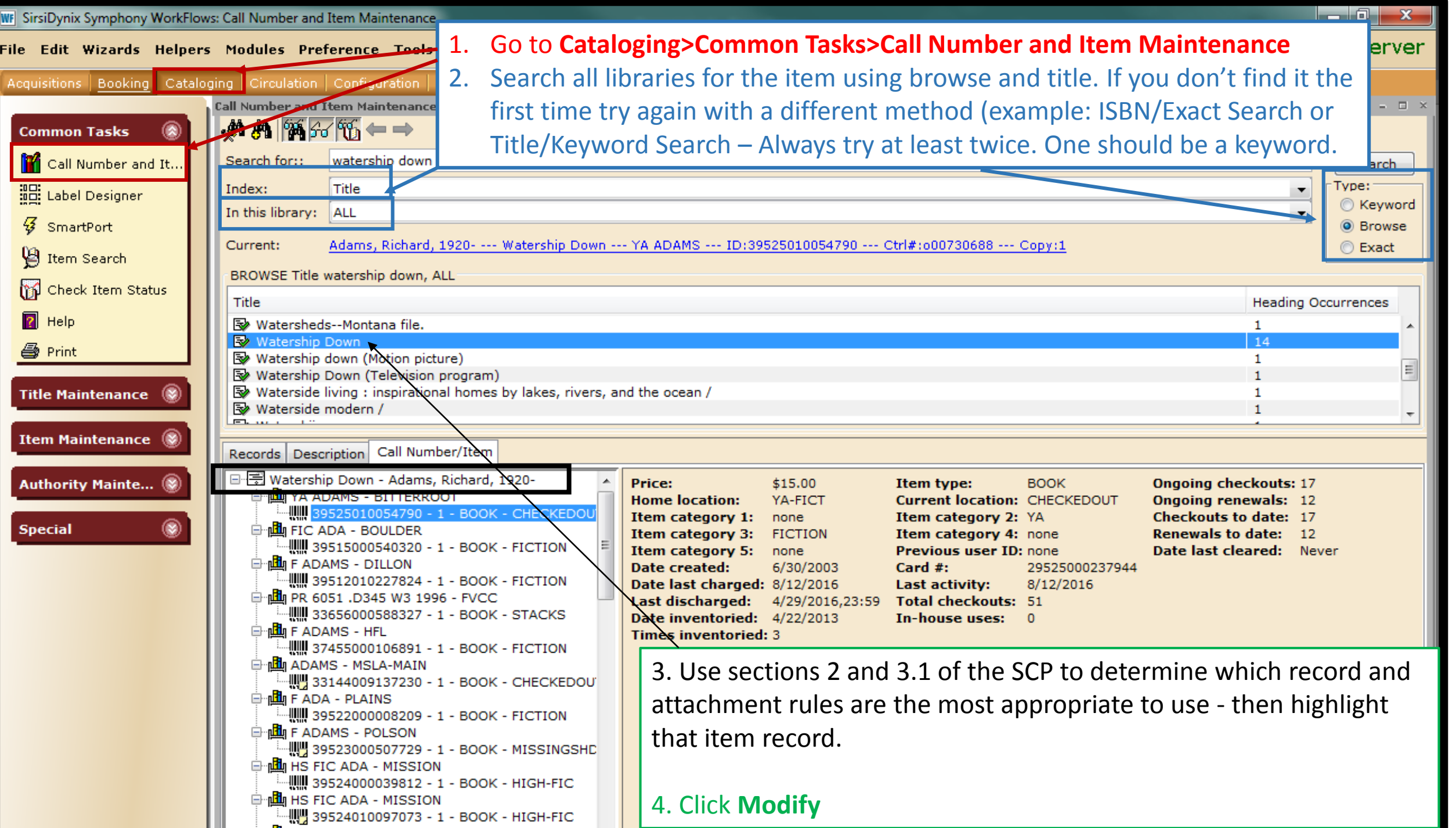
☒ Display staff note on item list
☒ Display public note on item list

Item required default values

Type: BOOK
Home location: STACKS

☒ Permanent
☒ Circulate

These may vary depending on what you are cataloging.



1. Go to Cataloging>Common Tasks>Call Number and Item Maintenance
2. Search all libraries for the item using browse and title. If you don't find it the first time try again with a different method (example: ISBN/Exact Search or Title/Keyword Search – Always try at least twice. One should be a keyword.

3. Use sections 2 and 3.1 of the SCP to determine which record and attachment rules are the most appropriate to use - then highlight that item record.

4. Click **Modify**

5. Make sure the item is selected. If you see a call number you would like to use you may highlight it instead of the item to add it to your call number field.

6. Click **Add Call Number**

7. If you have more than one site select your library from the drop down menu in the popup. If you are a single site, you can turn this popup off in properties.

Add Volume: Library for new call number

Library for new call number: MSLA-MAIN

OK

Cancel

Number and Item Maintenance

Records Description Call Number/Item

Watership Down - Adams, Richard, 1920-
YA ADAMS - BITTERROOT

F ADAMS - DILLON
39512010227824 - 1 - BOOK
PR 6051.D345 W3 1996 - FVCC
33654000588327 - 1 - BOOK
F ADAMS - HFL
37453000106891 - 1 - BOOK
ADAMS - MSLA-MAIN
33144009137230 - 1 - BOOK
F ADA - PLAINS
39522000008209 - 1 - BOOK
F ADAMS - POLSON
39522000507729 - 1 - BOOK
HS FIC ADA - MISSION
39524000039812 - 1 - BOOK
HS FIC ADA - MISSION
39524010097073 - 1 - BOOK

Date created: 6/30/2003
Date last charged: 8/12/2016
Date due: 9/9/2016,23:59
Last discharged: 4/29/2016,23:59
Date inventoried: 4/22/2013
Times inventoried: 3
Previous user ID: 29525000237944
Last activity: 8/12/2016
In-house uses: 0

Call number: YA ADAMS
Class scheme: DEWEY
Call library: BITTERROOT
☐ Shadow call number

Item information
Item ID: 39525010054790
Copy number: 1
Type: BOOK
Item library: BITTERROOT
Home location: YA-FICT
Current location: CHECKEDOUT
Item cat1:
Item cat2: YA
Item cat3: FICTION
Item cat4:
Item cat5:
Number of pieces: 1
Media desk:
Price: \$15.00
Total charges: 51
☐ Circulate
☒ Permanent
☐ Shadow item

Extended information

Tag	Contents
CIRCNOTE	
PUBLIC	
STAFF	

Return to Search Save Add Call Number Add Item Delete(x) Close

